Getting Ready for a **New School Year**

RENAISSANCE PLACE™

Perform these tasks to get ready to use your Renaissance Place products in the next school year. (You do not need to wait for the old school year to end; you can simply choose to work in the new school year *before* you follow these steps.)

No matter which products you have, your school or district needs to perform the Renaissance Place tasks that start on page 2.

After that, you can find the tasks for each product on these pages:

Accelerated Math™ Live **6**
Accelerated Math™ 2.0 . . . . . **8**
Accelerated Reader™ and Accelerated Reader 360™ . **9**
English in a Flash™ **11**
KeyWords™ **11**
MathFacts in a Flash™ **12**
STAR Early Literacy™ **13**
STAR Math™ **15**
STAR Reading™ **17**
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NOTICE FOR RDI CUSTOMERS

If you have the Renaissance Data Integrator (RDI) service, your Renaissance Place database is automatically linked to your student information system (SIS) data. **Do not follow the steps in this document;** instead, contact your Technical Services Consultant to set up RDI for the new school year.

Video Training on School Year Setup Tasks

Sample icon (not linked)

Within this document, wherever you see the video icon shown to the right, you can click it to go to an on-demand video training session that shows you how to do the task.

Note: If you are using Firefox™ and do not see this icon in the rest of the document, click the **Open With Different Viewer** button at the top of the page to open this document in a different PDF viewer.

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Renaissance Place™: Setting Up the Data

Checklist for District Administrators, School Administrators, and Non-Teaching Staff

For more information about the tasks below, click **Help** (or **?**, then **Help**) on any Renaissance Place page, or see the following:

- the *Renaissance Place Software Manual*
- the *Renaissance Place Tips for Getting Started*
- the *Renaissance Place Tips for Consolidated Reports and the Dashboard*

To find these documents, click **?** on the Home page, then **Manuals**, or click **Manuals** in the upper-right corner of any other page in Renaissance Place. These tasks can be performed by district administrators, district staff, school administrators, and school staff unless otherwise noted.

	Task	How to Start the Task from the Home Page
☐	Add the new school year start and end dates **(must be done by a district administrator or district staff member)**. When the new school year begins, it will be the year that all users are working in automatically when they log in.	1. On the Home page, click **School Years.** 2. Click **Add School Year.**
☐	Add the marking periods for each school (used for goals and reports). You can also copy the marking periods from the previous school year. If you copy last year's classes (see the next page), your class marking periods will also be copied, so you do not need to add the marking periods.	1. On the Home page, click **School Years.** 2. If the school year is still in the future, click **Work in a Different School Year** and choose to work in that school year. This isn't necessary if the new school year is the current year. 3. Click **Add/Edit Marking Periods.** (If you want to use the marking periods with the Reading and Math Dashboards, be sure to choose "Marking Period" for the Type.)
☐	Add the days off during the school year for each school (used for report calculations). You can also copy the days off from the previous school year.	1. On the Home page, click **School Years.** 2. If the school year is still in the future, click **Work in a Different School Year** and choose to work in that school year. This isn't necessary if the new school year is the current year. 3. Click **Add/Edit Days Off.**
☐	Set reporting periods for Consolidated Reports **(district administrators or school administrators only)**.	1. On the Home page under Dashboards and Reporting, click **Consolidated Reports.** 2. Click **View Reporting Periods.** 3. On the View Reporting Periods page, click **Add Reporting Period** to add new reporting periods, or use the **Edit** or **Delete** links to make changes to existing reporting periods as needed.

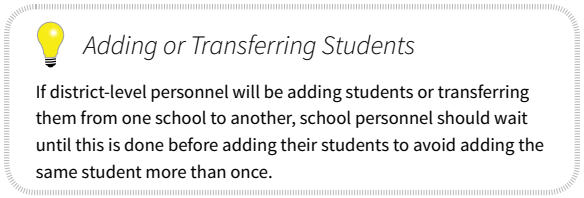
Summer School

For tips on using your Renaissance Place Programs during summer school, see Knowledge Base article 7901571 at http://support.renlearn.com/techkb/techkb/7901571e.asp.

Importing Data Files

You can also import student, personnel, class, and course information (including updates to student enrollments and personnel assignments) if you have a properly formatted file from another source (such as a student information system). For more information, see the Renaissance Place help or the *Renaissance Place Software Manual*.

	Task	How to Start the Task from the Home Page
☐	Review the list of personnel to see if any need to be added or changed. Edit personnel information or school assignments if necessary. You may also want to check capabilities for personnel. Although the default capabilities will work well for most users, you can add or restrict capabilities for certain groups or individuals. (See http://doc.renlearn.com/KMNet/R003394901GF7B2E.pdf)	1. On the Home page, click **Users.** 2. Click **View Personnel.** 3. Search for specific personnel or just click **Search** to see the full list. 4. If you need to change a person's information or school, click **Select** next to the person's name. Then, click one of the links on the next page to edit information or school assignments.
☐	Add personnel if necessary. Be sure to give each person the user name and password that you assign.	1. On the Home page, click **Users.** 2. Click **Add School Personnel,** or **Add District Personnel.**
☐	Review the list of students to see if any need to be added or changed. Edit student information or characteristics if necessary. This is also a good time to look for duplicate student records and merge them if necessary. **You do not need to change students' grades;** students are automatically promoted to the next grade in the software when a new school year starts.	1. On the Home page, click **Users.** 2. Click **View Students.** 3. Search for specific students or choose a school, grade, and/or class to see a group. 4. If you need to change a student's information or characteristics, click the student's name, then click the tab that requires the changes.
☐	Transfer students from one school to another as needed, and unenroll those who aren't returning to your school(s).	1. On the Home page, click **Users.** 2. Click **Edit Multiple School Enrollments.** 3. Select a school, search for the students, check the ones who need changes, and choose the desired settings on the left.
☐	Add new students.	1. On the Home page, click **Users.** 2. Click **Add Student.**
☐	Check your course list to see if any need to be added for the new school year. Add courses if necessary. (Courses stay in the list from one year to the next.)	1. On the Home page, click **Courses and Classes.** 2. Choose a school if necessary. 3. If courses need to be added to the list for the school, click **Add Course.**
☐	If your classes are similar to those from the previous school year, copy your previous classes (if they are available). When you do this, you can choose whether to copy the assigned teachers, assigned products, and enrolled students. ***(Usually you should not copy enrolled students since class enrollments change from year to year.)*** Class preference settings will also be copied. *Check your school marking periods after you copy classes; the dates for copied marking periods may need to be changed.*	1. On the Home page, click **Courses and Classes.** 2. Click the **Copy/Edit Classes** link.
☐	Add additional classes as needed. As you add classes, choose the primary teacher, select the products the classes will use, and add students to the classes. (You can also add and remove team teachers for each class from the list of classes in a course.)	1. On the Home page, click **Courses and Classes.** 2. Choose a school if necessary. 3. Click the course name. 4. Click **Add Class.**



Adding or Transferring Students

If district-level personnel will be adding students or transferring them from one school to another, school personnel should wait until this is done before adding their students to avoid adding the same student more than once.

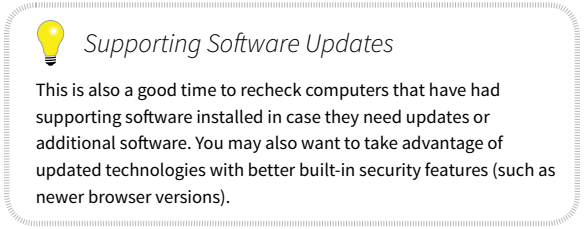
Task	How to Start the Task from the Home Page
☐ Set the Learning Standards preference to choose which Learning Progression to use with STAR Math, STAR Reading, STAR Custom, Accelerated Math 2.0, the Math Dashboard, and the Reading Dashboard. This is necessary if you want to use something other than your state Learning Progression. To keep the skills and Learning Progression used by your classes consistent, set this preference at the beginning of the school year, and then leave the preference as is throughout the school year.	1. On the Home page, click **Product Administration**. 2. Click **Set Learning Standards**. 3. For each subject (Reading, Math, and Science), choose a progression to use. 4. Click **Save**.

Checklist for Technology/Computer Coordinators

To open the instructions or documents listed in the third column below, click the links.

Task	How to Start the Task	Where to Get More Information

☐ Check for required supporting software on any new or updated computers that will be used with the Renaissance Place software. Make sure that you check both teacher and student computers. You must be logged in to each computer with the rights required to install software for all users.	1. Before logging in to Renaissance Place, click **Check Software Requirements** on the Renaissance Place welcome page, OR, after logging in, on the Home page, click **Product Administration,** then **Download Supporting Software.**
	2. Click **Downloads** on the left side of the page (or the top) and view the tab for your operating system.
	3. If you will use an AccelScan scanner with Accelerated Math 2.0 or Accelerated Math Live on this computer, click **Download** for AccelScan and install the program.
	4. If you will use Renaissance Responders or NEO 2s with a Renaissance Receiver and Accelerated Math 2.0 or Accelerated Math Live on this computer, click **Download** for Renaissance Responder and install the program.
	5. If you are using programs that require the Renaissance Place Print Plug-In, click **Download** for instructions.
	6. Make sure all required Third-Party downloads are installed. If any software is not installed, click **Download** for instructions.
		• Complete steps in the help: Checking Software Requirements
		• For Accelerated Math 2.0:
		  • AccelScan software instructions
		  • Renaissance Responder software instructions
		• For Accelerated Math Live:
		  • AccelScan software instructions
		  • Renaissance Responder software instructions


Supporting Software Updates
This is also a good time to recheck computers that have had supporting software installed in case they need updates or additional software. You may also want to take advantage of updated technologies with better built-in security features (such as newer browser versions).

	Task	How to Start the Task	Where to Get More Information
☐	To prevent students from working from home, restrict the computers that can access Renaissance Place.	1. On the Home page, select **Product Administration**. 2. Select **Set Security Options for Students and Parents**. 3. In the Restrict Student Workstations field, enter the ***external*** IP addresses of computers that students ***can*** use to access Renaissance Place. You can use ranges or individual IP addresses as shown; on individual computers, you can click **Add to List** to add the computer's IP address. 4. Click **Done**.	• Setting Security Options for Students and Parents
☐	Make sure each computer (or tablet) that will be used with the Renaissance Place software has a shortcut or favorite set up that points to the current Renaissance Place address.	1. Follow the instructions for your computer's operating system and/or browser.	—
	If you are using AccelScan scanners with Accelerated Math 2.0 or Accelerated Math Live, make sure they are connected to the computers where they will be used, and make sure those computers have the AccelScan Scanning software installed.	1. Using the cable provided, connect each AccelScan to the computer where it will be used. 2. If you are using an 1100 USB scanner, install the AccelScan drivers.	• *AccelScan Setup* instructions that came with the scanner
☐	If you will be using either NEO 2s or Renaissance Responders with Renaissance Place software (Accelerated Math 2.0 or Accelerated Math Live, Accelerated Reader, MathFacts in a Flash, and KeyWords), make sure the Renaissance Receivers are connected to the correct computers.	1. Using the cable provided, connect each Renaissance Receiver to the computer where it will be used. 2. Using the Renaissance Wireless Server Utility, set the Network Name, and set the Renaissance Place address if necessary.	• Connecting a Renaissance Receiver • *NEO 2 Quick Guide* • *2Know! Classroom Response System Setup and Resource Guide* • *Accelerated Math Live Software Manual* • *Accelerated Reader Software Manual* • *MathFacts in a Flash Software Manual*
☐	If you will be using the Accelerated Reader for iOS app ***or*** the AR 360 app on iPad®, iPhone®, or iPod touch® or STAR for iOS on iPad®: • Download the app on each device. • Connect the app to Renaissance Place. • **Set up all classes, teachers, and students in Renaissance Place** (see the table that starts on page 2).	You can get the app for each device in the app store. To establish settings, connect to Renaissance Place on one device, then share those settings with all of the other devices.	• For Accelerated Reader: Before Students Quiz on a Mobile Device • For STAR Early Literacy: Using an iPad® with STAR Early Literacy • For STAR Math: Using an iPad® with STAR Math • For STAR Reading: Using an iPad® with STAR Reading • For STAR Reading Spanish: Using an iPad® with STAR Reading Spanish

Accelerated Math™ Live

Do the Renaissance Place setup tasks for the school year ***before*** these tasks so that your classes are available for Accelerated Math; see page 2.

For more information about the tasks below, click **Help** on any Accelerated Math page, or see the *Accelerated Math Software Manual* and the *Accelerated Math Tips for Getting Started*. To find these documents, click **?** on the Home page or **Manuals** in the upper-right corner of other pages in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.

	Task	How to Start the Task from the Home Page
☐	Set up groups if necessary for each class. (Groups allow some students to work on objectives that the class as a whole is not working on.)	1. Click **Accelerated Math**, then **Assignment Book.** 2. Use the drop-down lists to choose the school and class if necessary. 3. Click **Create Group.**
☐	Check the objective lists available to make sure you have the ones you need for your classes and groups.	1. Click **Accelerated Math**, then **Libraries.** 2. Click **Manage Objectives.** 3. Click **View/Edit Lists.** 4. Review the available objective lists. To see the objectives in any one objective list, click **View** in the row for that list.
☐	Create/add new objective lists if necessary.	1. Click **Accelerated Math**, then **Libraries.** 2. Click **Manage Objectives.** 3. Click **Create New List.** Then, enter the information and choose the objectives.
☐	Select/assign an objective list for each class and group.	1. Click **Accelerated Math**, then **Assignment Book.** 2. Use the drop-down lists to choose the school and class if necessary. (If you're choosing a list for a group, select the group.) 3. Click **Manage Objectives.** 4. Click **Select/Copy Existing List.** (You can click **Create New List** if you need a new list.)
☐	Assign objectives to students in each class and group. (For Accelerated Math for Intervention, you do not assign objectives until after each student's first diagnostic test.)	1. Click **Accelerated Math**, then **Assignment Book.** 2. Use the drop-down lists to choose the school and class if necessary. (If you're assigning objectives for students in a group, select the group.) 3. Check the boxes next to the student names. 4. Click **Assign.** 5. Click **Done.**

User Names and Passwords

If you use online assignments, be prepared to help students with user names and passwords. To find them, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *To print all of the results and choose how to group and sort them, click* **View PDF** *instead.*

	Task	How to Start the Task from the Home Page
☐	Set goals for students. (You can also set up teams from the Teams & Goals page.)	1. Click **Accelerated Math**, then **Teams & Goals.** 2. Choose a school if necessary. 3. Click **Manage Goals.** 4. If necessary, click **Select Class Marking Periods** to choose the goal time periods before setting the goals.
☐	Check preference settings. Since classes do not automatically carry over from one school year to the next, these settings do not carry over either ***unless*** you have copied classes from the previous school year, so you need to set preferences for this year's classes.	1. Click **Accelerated Math**, then **Preferences.** 2. Choose a school and class from the drop-down lists if necessary. 3. To change a preference, click its name.
☐	Generate the students' first assignment.	1. Click **Accelerated Math**, then **Assignment Book.** 2. Use the drop-down lists to choose the school and class if necessary. (If you're generating assignments for a group, select the group.) 3. Check the boxes next to students who need assignments. 4. Click **Generate Practice, Generate Exercise,** or **Generate Diagnostic.**

Renaissance Home Connect and Enterprise

If you are using Renaissance Home Connect (for Enterprise subscriptions), this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your Accelerated Math students.

Accelerated Math™ 2.0

Do the Renaissance Place setup tasks for the school year ***before*** these tasks so that your classes are available for Accelerated Math 2.0; see page 2.

For more information about the tasks below, click **?**, then **Help** on any Accelerated Math 2.0 page.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.

	Task	How to Start the Task from the Home Page
☐	Set up student groups. These can be based on STAR Math test results if students have taken the test, but if you want to use test results to automatically group students, wait until one day after the testing to go to the Accelerated Math 2.0 student groups page.	1. Click **Accelerated Math 2.0**. 2. Click **Student Groups** at the top of the page. 3. Use the drop-down lists to choose the school and class if necessary. 4. Create and change groups as necessary; then, click **Save**.
☐	Set up a Learning Schedule for the groups in each class. This sets the grade or math subject, the class dates, the number of days in each Assignment Plan, and the skills in each Assignment Plan.	1. Click **Accelerated Math 2.0**. 2. Click **Learning Schedule** at the top of the page. 3. Use the drop-down lists to choose the school and class if necessary. 4. Choose the groups that will use the Learning Schedule. 5. Choose the remaining settings and click **Create Learning Schedule**.
☐	Use the Assignment Plan page to adjust the assigned skills and subskills for each group if necessary.	1. Click **Accelerated Math 2.0**. 2. Click **Assignment Plan** at the top of the page. 3. Use the drop-down lists to choose the school and class if necessary. 4. Select a group to work with. 5. The group will receive assignments for checked skills and subskills. Make adjustments in the table at the bottom of the page as needed. Changes are saved as they are made.
☐	Start the students' assignments for the first Assignment Plan. This generates the first practice for the first subskill in each group's Assignment Plan. After that, practices are generated automatically until the Assignment Plan ends. Tests can be generated as needed on the Progress Dashboard page.	1. Click **Accelerated Math 2.0**. 2. Click **Progress Dashboard** at the top of the page. 3. Use the drop-down lists to choose the school, class, Learning Schedule, and Assignment Plan if necessary. 4. Choose whether students will use online or paper assignments (next to the drop-down lists). 5. Click **Start Assignment Cycle**. A message will confirm when assignments have been generated.

User Names and Passwords

Be prepared to help students with user names and passwords so they can log in to work on practices and tests. To find the information, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *To print all of the results and choose how to group and sort them, click* **View PDF** *instead.*

Accelerated Reader™ and Accelerated Reader 360™

Do the Renaissance Place setup tasks for the school year ***before*** these tasks so that your classes are available for Accelerated Reader; see page 2.

For more information about the tasks below, click **Help** on any page, or see the *Accelerated Reader Software Manual* and the *Accelerated Reader Tips for Getting Started*. To find these documents, click **?** on the Home page or **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by district administrators, school administrators, and teachers.

	Task	How to Start the Task from the Home Page
☐	If you use the Date and Time Restrictions preference to restrict student quizzing before and after specified dates, check this preference for each school and set your new school year dates.	1. If you see **Accelerated Reader**, click the icon, then **Preferences.** If you see Accelerated Reader 360 instead, click **Independent Reading**, then **Preferences**. 2. Click **Date and Time Restrictions** under School Preferences. 3. Use the drop-down list to choose a school if necessary. 4. Click **Edit Date and Time Restrictions.** 5. Change the settings as needed; make sure the Before Date and After Date settings are up-to-date. 6. Click **Save.** 7. Repeat these steps for other schools if necessary.
☐	Check the settings of the other school preferences and make changes if necessary. These settings carry over from year to year (except for Monitor Override).	1. If you see **Accelerated Reader**, click the icon, then **Preferences.** If you see Accelerated Reader 360 instead, click **Independent Reading**, then **Preferences**. 2. Click a preference link under School Preferences. 3. Use the drop-down list to choose a school if necessary. 4. Review the current preference settings. If any need changing, click the **Edit** link. 5. Repeat steps 2–4 for each school preference category.

User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *If you want to print all results and choose how to group and sort them, click* **View PDF** *instead.*

	Task	How to Start the Task from the Home Page
☐	Check classroom preference settings. Since classes do not automatically carry over from year to year, these settings don't carry over either ***unless*** you have copied classes from the previous school year, so you need to check and set preferences for this year's classes. (If students will take Other Reading Quizzes, be sure to set the Other Reading Series preference. If this preference is not available, students automatically have access to all series.) **Note:** Individual Student Settings ***do*** carry over from one school year to the next, regardless of the student's school or class enrollment. However, it is a good idea to check these with each new school year in case some settings are no longer appropriate.	1. If you see **Accelerated Reader**, click the icon, then **Preferences.** If you see Accelerated Reader 360 instead, click **Independent Reading**, then **Preferences**. 2. Click a preference link under Classroom Preferences. 3. Use the drop-down lists to choose the school and class if necessary. 4. Review the preference settings. If any need changing, click the **Edit** link(s). 5. Repeat steps 2–4 for each classroom preference category.
☐	Select the marking periods for Reading Practice goals and set the goals for students in your new classes if necessary. **Note:** For Reading Practice goals to carry over from one marking period to another, you must have those marking periods selected before each one starts. Select all marking periods for the entire school year at the beginning of the year.	1. If you see **Accelerated Reader**, click the icon, then **Record Books and Goals.** If you see Accelerated Reader 360 instead, click **Independent Reading**, then **Record Books and Goals**. 2. Use the drop-down lists to choose the school and class if necessary. 3. Click **Reading Practice Goals.** 4. Click **Select Marking Periods.** Select the marking periods that will be used for goals; then, click **Save.** 5. Set the goals and click **Save.**
☐	Set Reading Practice certification goals if necessary.	1. If you see **Accelerated Reader**, click the icon, then **Record Books and Goals.** If you see Accelerated Reader 360 instead, click **Independent Reading**, then **Record Books and Goals**. 2. Use the drop-down lists to choose the school and class if necessary. 3. Click **Reading Practice Certifications.**
☐	Set up Successful Reader student groups if necessary. These settings automatically carry over from year to year, but you may need to make changes.	1. If you see **Accelerated Reader**, click the icon, then **Successful Reader.** If you see Accelerated Reader 360 instead, click **Independent Reading**, then **Successful Reader**. 2. Click **Create Group** or **Add/Remove Students.**

Renaissance Home Connect

If you are using Renaissance Home Connect, this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your Accelerated Reader students.

English in a Flash™

Do the Renaissance Place setup tasks for the school year ***before*** these tasks so that your classes are available for English in a Flash; see page 2.

For more information about the tasks below, click **Help** on any English in a Flash page, or see the *English in a Flash Software Manual* and the *English in a Flash Tips for Getting Started*. To find these documents, click **?** on the Home page or **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by all users.

	Task	How to Start the Task from the Home Page
☐	Print a Student Progress Chart for each student.	1. Click **English in a Flash**, then **Resources.** 2. Click **Forms and Charts.** 3. Click **Student Progress Chart.** 4. Print the number of copies you need.
☐	When class starts, use Teacher Mode to demonstrate how the program works.	1. Click **English in a Flash**, then **Teacher Mode.** 2. Choose a school from the drop-down list if necessary. 3. Click a library, then a chapter, and then a lesson.

User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *If you want to print all results and choose how to group and sort them, click* **View PDF** *instead.*

KeyWords™

Do the Renaissance Place setup tasks for the school year ***before*** this task so that your classes are available for KeyWords; see page 2.

For more information about the task below, see the *NEO User Manual*, which is installed with NEO Manager. You can find the manual in the Windows Start menu or in the Macintosh program folder.

	Task	How to Start the Task
☐	Reset the KeyWords students on NEOs to remove previous students and their work.	1. Connect either individual NEOs or a SmartOption Mobile Lab to a computer with NEO Manager software installed. 2. In NEO Manager, click the **Setup** menu and choose **Reset KeyWords Students.**

MathFacts in a Flash™

Do the Renaissance Place setup tasks for the school year before these tasks so that your classes are available for MathFacts in a Flash; see page 2.

For more information about the tasks below, click **Help** on any MathFacts in a Flash page, or see the *MathFacts in a Flash Software Manual* and the *MathFacts in a Flash Tips for Getting Started*. To find these documents, click **?** on the Home page or **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by district administrators, school administrators, and teachers.

	Task	How to Start the Task from the Home Page
☐	For each class, check the levels and add or remove levels as needed.	1. Click **MathFacts in a Flash**, then **Assignment Book.** 2. Choose a school and class from the drop-down lists if necessary. 3. Click **Add/Remove** on the left to begin viewing the available levels.
☐	Set starting levels for any students who need to start at a higher level than 1 (Addition of 1, 0).	1. Click **MathFacts in a Flash**, then **Assignment Book.** 2. Choose a school and class from the drop-down lists if necessary. 3. Check the boxes next to students who need changes. 4. Click **Set Level** on the left and choose the starting levels.
☐	Change mastery times for students who need longer or shorter times than two minutes.	1. Click **MathFacts in a Flash**, then **Assignment Book.** 2. Choose a school and class from the drop-down lists if necessary. 3. Check the boxes next to students who need changes. 4. Click **Edit Mastery Time** on the left and make your changes.
☐	Check preference settings. Since classes do not automatically carry over from one school year to the next, these settings do not carry over unless you have copied classes from the previous school year, so you need to set preferences for this year's classes.	1. Click **MathFacts in a Flash**, then **Preferences**. 2. Choose a school and class from the drop-down lists if necessary. 3. To see the settings for a preference (and to make changes if necessary), click the preference name.
☐	Check benchmark settings for the school. Administrators can make changes if necessary.	1. Click **MathFacts in a Flash**, then **Preferences.** 2. Click **Benchmarks.** 3. Choose a school from the drop-down list if necessary. 4. Make changes to the target date and grade-level benchmarks as needed.

User Names, Passwords, and PINs

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *If you want to print all results and choose how to group and sort them, click* **View PDF** *instead.*

If students will be practicing math facts offline on Renaissance Responders or using the MathFacts in a Flash (Offline) SmartApplet on NEO 2, be sure to note the NEO 2/Responder PIN as well so students can send the practice history to Renaissance Place.

Renaissance Home Connect and Enterprise

If you are using Renaissance Home Connect (for Enterprise subscriptions), this is also a good time to make sure Renaissance Home Connect is activated for your schools and to print Informational Letters for the parents of your MathFacts in a Flash students. You will find the links for these tasks when you click **Renaissance Home Connect** on the Home page.

STAR Early Literacy™

Do the Renaissance Place setup tasks for the school year ***before*** these tasks so that your classes are available for STAR Early Literacy; see page 2.

For more information about the tasks below, click **Help** on any STAR Early Literacy page, or see the *STAR Early Literacy Software Manual* and the *STAR Early Literacy Tips for Getting Started*. To find these documents, click **?** on the Home page or **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.

	Task	How to Start the Task from the Home Page
☐	Set class preferences for each STAR Early Literacy class to set the monitor password requirements and options for the demonstration video and hands-on exercise. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	1. If you see **STAR Early Literacy**, click the icon, then **Preferences.** If you see STAR 360 instead, click **Early Literacy Assessments**, then **Preferences**. 2. Choose a school and a ***single*** class from the drop-down lists if necessary. 3. To change the preferences, click **Edit** under Classroom Preferences.
☐	Set up benchmarks **(administrators and nonteaching staff only).**	1. If you see **STAR Early Literacy**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Early Literacy Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **View Benchmarks.** 3. Click one of the tabs to choose whether to view the **School** or **District** benchmarks. 4. If you are viewing the school benchmark, select a school if necessary. 5. To change the cut scores, click **Edit Cut Scores.** 6. To change the benchmark structure, click **Edit Benchmark Structure** (district administrators and district staff only).
☐	Set screening dates **(administrators and nonteaching staff only)**.	1. If you see **STAR Early Literacy**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Early Literacy Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **View Screening Dates.** 3. If necessary, select a school from the drop-down list. 4. Edit the dates if necessary. (Teachers cannot edit dates.)

User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *If you want to print all results and choose how to group and sort them, click* **View PDF** *instead.*

	Task	How to Start the Task from the Home Page
☐	Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	1. If you see **STAR Early Literacy**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Early Literacy Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **Manage Groups.** 3. Click **Create Group,** or click **Add/Remove Students** for an existing group.
☐	Set Growth Expectations based on Student Growth Percentile scores **(district administrators only)**. For more information, see the help or the *STAR Early Literacy Software Manual*.	1. If you see **STAR Early Literacy**, click the icon, then **Set Growth Expectations.** If you see STAR 360 instead, click **Early Literacy Assessments**, then **Set Growth Expectations.** 2. Set the targets for each STAR product.

STAR Math™

Do the Renaissance Place setup tasks for the school year ***before*** these tasks so that your classes are available for STAR Math; see page 2.

For more information about the tasks below, click **Help** on any STAR Math page, or see the *STAR Math Software Manual* and the *STAR Math Tips for Getting Started*. To find these documents, click **?** on the Home page or **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.

	Task	How to Start the Task from the Home Page
☐	Set the classroom preferences for each STAR Math class. Preferences set the monitor password requirements and test registration requirements. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	1. If you see **STAR Math**, click the icon, then **Preferences.** If you see STAR 360 instead, click **Math Assessments**, then **Preferences**. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click **Edit** under Classroom Preferences.
☐	Register students for testing if registration is required.	1. If you see **STAR Math**, click the icon, then **Preferences.** If you see STAR 360 instead, click **Math Assessments**, then **Preferences**. 2. Choose a school and a single class from the drop-down lists if necessary. 3. Click **Edit** under Classroom Preferences**.** 4. Click the **Yes** option if necessary, then click **Register Students.** Then, check the students to register and click **Save.** (You can also click the **No** option in the preference if you don't want to require registration.)
☐	Set the student preferences for each STAR Math class. You can use these preferences to set an Estimated Math Instructional Level or an extended time limit for students who need them; you can also choose whether each student will hear audio for test questions and set the type of test that each student will receive (Enterprise, Algebra, or Geometry). (If you choose extended time limits, these carry over for the students from one year to the next.)	1. If you see **STAR Math**, click the icon, then **Preferences.** If you see STAR 360 instead, click **Math Assessments**, then **Preferences**. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click **Edit** under Student Preferences.

User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *If you want to print all results and choose how to group and sort them, click* **View PDF** *instead.*

	Task	How to Start the Task from the Home Page
☐	Set up benchmarks **(administrators and non-teaching staff only).**	1. If you see **STAR Math**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Math Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **View Benchmarks.** 3. For Enterprise subscriptions only, click one of the tabs to choose whether to view the **School, District,** or state benchmarks. 4. If you are viewing the school benchmark, select a school if necessary. 5. For school and district benchmarks, you can do the following: • To change the cut scores, click **Edit Cut Scores.** • To change the benchmark structure, click **Edit Benchmark Structure** (district administrators and district staff only). For state benchmarks, to set cut scores for grades with no benchmark data, click **Edit Non-Linked Grades.**
☐	Set screening dates **(administrators and non-teaching staff only)**.	1. If you see **STAR Math**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Math Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **View Screening Dates.** 3. If necessary, select a school from the drop-down list. 4. Edit the dates if necessary. (Teachers cannot edit dates.)
☐	Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	1. If you see **STAR Math**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Math Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **Manage Groups.** 3. Click **Create Group,** or click **Add/Remove Students** for an existing group.
☐	Set Growth Targets based on Student Growth Percentile scores **(district administrators only)**. For more information, see the help or the *STAR Math Software Manual*.	1. If you see **STAR Math**, click the icon, then **Set Growth Expectations.** If you see STAR 360 instead, click **Math Assessments**, then **Set Growth Expectations.** 2. Set the targets for each STAR product.

STAR Reading™

Do the Renaissance Place setup tasks for the school year ***before*** these tasks so that your classes are available for STAR Reading; see page 2.

For more information about the tasks below, click **Help** on any STAR Reading page, or see the *STAR Reading Software Manual* and the *STAR Reading Tips for Getting Started*. To find these documents, click **?** on the Home page or **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.

	Task	How to Start the Task from the Home Page
☐	Set the preferences for each STAR Reading class. Preferences set the monitor password requirements and test registration requirements. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	1. If you see **STAR Reading**, click the icon, then **Preferences.** If you see STAR 360 instead, click **Reading Assessments**, then **Preferences**. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click **Edit** under Classroom Preferences.
☐	Register students for testing if registration is required.	1. If you see **STAR Reading**, click the icon, then **Preferences.** If you see STAR 360 instead, click **Reading Assessments**, then **Preferences**. 2. Choose a school and a single class from the drop-down lists if necessary. 3. Click **Edit** under Classroom Preferences**.** 4. Click the **Yes** option if necessary, then click **Register Students.** Then, check the students to register and click **Save.** (You can also click the **No** option in the preference if you don't want to require registration.)
☐	Set the student preferences for each STAR Reading class. You can use these preferences to set an Estimated Instructional Reading Level or an extended time limit for students who need them. (If you choose extended time limits, these carry over for the students from one year to the next.)	1. If you see **STAR Reading**, click the icon, then **Preferences.** If you see STAR 360 instead, click **Reading Assessments**, then **Preferences**. 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click **Edit** under Student Preferences.

User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *If you want to print all results and choose how to group and sort them, click* **View PDF** *instead.*

	Task	How to Start the Task from the Home Page
☐	Set up benchmarks **(administrators and nonteaching staff only).**	1. If you see **STAR Reading**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Reading Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **View Benchmarks.** 3. For Enterprise subscriptions only, click one of the tabs to choose whether to view the **School, District,** or state benchmarks. 4. If you are viewing the school benchmark, select a school if necessary. 5. For school and district benchmarks, you can do the following: • To change the cut scores, click **Edit Cut Scores.** • To change the benchmark structure, click **Edit Benchmark Structure** (district administrators and district staff only). For state benchmarks, to set cut scores for grades with no benchmark data, click **Edit Non-Linked Grades.**
☐	Set screening dates **(administrators and nonteaching staff only).**	1. If you see **STAR Reading**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Reading Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **View Screening Dates.** 3. If necessary, select a school from the drop-down list. 4. Edit the dates if necessary. (Teachers cannot edit dates.)
☐	Set up student groups if necessary. Groups carry over from year to year, but you may need to make changes.	1. If you see **STAR Reading**, click the icon, then **Screening, Progress Monitoring & Intervention.** If you see STAR 360 instead, click **Reading Assessments**, then **Screening, Progress Monitoring & Intervention**. 2. Click **Manage Groups.** 3. Click **Create Group,** or click **Add/Remove Students** for an existing group.
☐	Set Growth Targets based on Student Growth Percentile scores **(district administrators only)**. For more information, see the help or the *STAR Reading Software Manual*.	1. If you see **STAR Reading**, click the icon, then **Set Growth Expectations.** If you see STAR 360 instead, click **Reading Assessments**, then **Set Growth Expectations.** 2. Set the targets for each STAR product.

STAR Reading Spanish™

Do the Renaissance Place setup tasks for the school year ***before*** these tasks so that your classes are available for STAR Reading Spanish; see page 2.

For more information about the tasks below, click **Help** on any STAR Reading Spanish page, or see the *STAR Reading Spanish Software Manual* and the *STAR Reading Spanish Tips for Getting Started*. To find these documents, click **?** on the Home page or **Manuals** in the upper-right corner of any other page in the software.

These tasks can be performed by district administrators, school administrators, and teachers unless otherwise noted.

	Task	How to Start the Task from the Home Page
☐	Set the Testing Password preference for each STAR Reading Spanish class. This preference sets the monitor password requirements. (If you copied last year's classes in Renaissance Place, the preference settings were copied with the classes.)	1. Click **STAR Reading Spanish**, then **Preferences.** 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preference, click **Edit** under Classroom Preferences.
☐	Set the student preferences for each STAR Reading Spanish class. You can use these preferences to set an Estimated Spanish Instructional Reading Level or an extended time limit for students who need them. (If you choose extended time limits, these carry over for the students from one year to the next.)	1. Click **STAR Reading Spanish**, then **Preferences.** 2. Choose a school and a single class from the drop-down lists if necessary. 3. To change the preferences, click **Edit** under Student Preferences.

User Names and Passwords

Be prepared to help students with user names and passwords. To find them, on the Home page, click **Users;** then, click **View Students.** Search for your students. In the search results, click the **Passwords** tab to see user names and passwords. If you want to print the page of search results that you are viewing, click **Print Page.** *If you want to print all results and choose how to group and sort them, click* **View PDF** *instead.*